

**From:** [SCHOOL FINANCE \[INBOX\]](#)  
**To:**  
**CC:**  
**Subject:** STaR Team SAIS Bulletin No.1  
**Date:** Friday, August 25, 2006 1:15:34 PM  
**Attachments:** [SF Memo 07-010.pdf](#)

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Arizona Department of Education  
System Training and Response (STaR) Team  
<http://www.ade.az.gov/schoolfinance/star>

STaR Team Bulletin No.1 - SDDI Open for FY07 Submissions  
Friday, August 25, 2006

The SAIS Student Detail Data Interchange is now open to accept submission files for fiscal year 2007.

It is important to note that student records will be subjected to Import processing in SAIS, but that records will not run through SAIS Student Integrity processing at this time. We regret that we cannot provide information at this time to estimate when SAIS Integrity processing will be initiated for FY07. However, we will distribute information via e-mail to our subscribers as it becomes available.

**Submission frequency and requirements for first submission**

A school district or charter school is not required to submit student level data to the department of education more often than once every twenty school days. (A.R.S. § 15-1042 G.)

Recently, ADE School Finance published memo 07-010 (attached to this bulletin) to document procedures pursuant to A.R.S. § 15-1042 G. Obviously, school districts and charters cannot submit student level data to SAIS within the first twenty school days if the system is not open to accept submission files. The memo provides guidance to districts and charters who have already been in session for twenty or more school days.

The STaR Team wishes to emphasize that regardless of statute and any related regulations, it is always in the best interests of local educational agencies (LEA) to submit student level data so that it is complete and accurate according to ADE specified deadlines.

We are aware that student data for AIMS test labels for fall testing will be extracted from SAIS in mid-September and strongly recommend that LEAs who will test high school students this fall submit and verify all related data by September 13, 2006.

Charter schools who reach their 40th day of instruction plus 12 ADE business days before the last ADE business day of September are strongly encouraged to submit student level data and verify that information relating to student membership that resides in SAIS is complete and accurate by 5:00 PM on September 29, 2006 as October payments for such charter schools will be based on the data that exists in SAIS at that time.

*Whenever you have immediate need for assistance with specific issues related to SAIS, please visit our web site at <http://www.ade.az.gov/schoolfinance/star/> and click on "Request for SAIS Training and Assistance."*

**ARIZONA DEPARTMENT OF EDUCATION**

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**SCHOOL FINANCE MEMORANDUM 07-010**

**TO:** School Superintendents, Business Managers and SAIS Technology Coordinators

**FROM:** Philip Williams, Deputy Associate Superintendent of School Finance

**DATE:** August 18, 2006

**SUBJECT:** Opening date for FY07 data submissions

The planned date and time for the opening of Student Detail Data Interchange (SDDI) for FY07 submissions is August 25<sup>th</sup>, 8:00am.

The Arizona Department of Education is aware of the LEAs' concerns with the audit requirement in the Legal Compliance Questionnaire regarding data submittals every 20 school days. During the ADM audit, the date for the opening of SDDI as an alternative to the first session day shall be considered when determining the length of time between data submittals for an LEA.

While submitting by the 20<sup>th</sup> school day from the opening of SDDI or by the 20<sup>th</sup> school day from the first session day will avoid non-compliance, LEAs are still encouraged to submit data as soon as possible to provide the most accurate data for payment. In all cases the first submission should occur before the 40<sup>th</sup> session day of the school calendar.